

Course Overview

German 204 – German Grammar Review

Required Materials

Handbuch zur deutschen Grammatik, 4th Ed. Rankin & Wells. Houghton-Mifflin. 2004. Chapters 1-18.

Arbeitsheft - Handbuch zur deutschen Grammatik, 4th Ed. Rankin & Hubbell. Houghton-Mifflin. 2004. Chapters 1-18.

Audio can be accessed through your course space on Blackboard (www.elms.umd.edu) or by going directly to:

<http://www.languages.umd.edu/German/handbuch.html>

No other special materials are needed for this course, though you may wish to use a dictionary (Langenscheidt's is recommended)

Course emphasis and goals

German Grammar Review picks up where the 103 and 203 sequence leaves off – continuing to build speaking, writing and listening fluency through a focus on basic German grammar. The course reviews the fundamentals of grammar that students have been exposed to in that sequence, but refines knowledge and use of grammatical features through extensive practice. The text and materials also emphasize vocabulary nuances that are characteristic of intermediate-advanced users of German, and build listening skills through several key listening components. Because of the functional approach of the course and materials, students will understand the pragmatic and social significance of the grammar features covered in class, and they will be able to apply them in their writing and speaking. The instructor will supplement the course materials with a variety of authentic spoken and written texts.

Class is conducted in German in order to emphasize communicative accuracy and fluency. Our goal is not only to study and review grammar, but to use it for more effective communication. Therefore the assigned material and homework must be covered at home *before* coming to class so that class-time is used most effectively and explanations are brief. We want to move as quickly as possible from drills and low-level practice tasks to open-ended communicative and creative ones.

Special features

Speaking: Class will be conducted in German in order to emphasize communicative accuracy and fluency. Consistent participation in all individual and group-oriented activities encourage fluent speaking and negotiation of topics and perspectives. Students will have several formats for demonstrating progress, from daily interactions to more formal presentations. *Our goal is not only to study grammar, but to use it for more*

effective communication. Therefore the assigned material and homework must be covered at home *before* coming to class so that class-time is used most effectively and explanations are kept brief. We want to move as quickly as possible from drills and low-level practice tasks to open-ended communicative ones.

Writing: Daily written work is an essential component for developing accuracy and self-expression in German. Written work for this course will include short and extended assignments of a more thematic nature. Clear guidelines will be given in advance.

Reading: This course will not primarily focus on developing reading skills in German, but some reading in and outside of class may be expected.

Listening: Listening skill is primarily emphasized in a communicative teaching framework, but strongly supported by the audio materials developed for each chapter. Listening tasks will also be included on chapter exams.

Course Policies

Quiz and Test Make-Ups: Students may not make-up quizzes due to absence or tardiness. The lowest quiz grade of the semester will be dropped. Tests may be made-up only if I am informed prior to the day of the test of circumstances requiring a make-up.

Homework is due on the day it is listed in the semester plan. It must be removed from the workbook and lab manual and stapled together. Late homework will not be accepted. Homework must be *self-corrected with a different colored pen* and must be legible!! If I cannot read your homework you will receive no credit for it. Many of the quiz and test questions are modeled on homework activities, so it is to your benefit to complete the homework and review it carefully.

Homework will be graded as follows: 5 points for a (√-), 7 points for a (√), and 10 points for a (√+)

** Not all homework is listed on the semester plan, but it will be announced in class or on Blackboard prior to its due date.*

Classwork and homework cannot be made up, and late assignments cannot be accepted for a grade. Retakes on exams may be allowed by the instructor *if the student has been working in good faith and has a legitimate case for retaking the exam.* This is up to the instructor's discretion in all cases. *Any missed assignments or exams must be discussed with the instructor in advance for consideration of credit or retake.* In the case of extended absence, a doctor's note or letter from your dean is required.

Attendance & class participation are essential to this course; thus, absences from class will count against your grade. Each student is allowed 3 unexcused absences; after that, your class participation grade will be negatively affected. If you are more than 10 minutes late to class, you will be counted as absent. If you are absent, **YOU** are

responsible for getting missed information, quiz announcements, homework assignments, etc. from another student. Furthermore, students must notify the instructor in advance regarding absences due to religious observances, and make arrangements to make up the work. Further information on University policies on religious observances can be found at <http://www.faculty.umd.edu/teach/InstructionalGuide.htm>

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Assessment

Homework: Written work outside of class is a major aspect of language learning, and much of the work is accomplished through individual study time. For this reason, homework is assigned daily from your Arbeitsheft and textbook. All homework is to be completed before class and turned in at the beginning of the hour. Each assignment must be self-corrected using a different color pen. Full credit is given ONLY IF the assignment is on time, complete, self-corrected and legible. Answer keys found on our Blackboard coursesite (www.elms.umd.edu) under “Antwortschlüssel”. (Longer writing assignments have no self-correction key, of course.) Listening skill is considered an integral part of your progress, so these assignments are also collected and graded. **20% of final grade**

ALL Homework will be graded as follows:

√+	=	A	(only a few errors evident = good work)
√	=	B	(errors, but progress is evident – review carefully!)
√-	=	C	(e.g., many errors, sloppy, etc. – best to rework this!)

** Homework is listed on the semester plan, but assignments are subject to change. Such changes will be announced in class and/or on Blackboard prior to the due date.*

** Classwork and homework cannot be made up, and late assignments cannot be accepted for a grade. Any missed assignments or exams must be discussed with the instructor in advance for consideration of credit or retake. In the case of extended absence, a doctor’s note or letter from your dean is required.*

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Written assignments: Students must turn in weekly journal entries, in addition to other short and extended writing assignments given by the instructor. All written work is evaluated for language and style, as well as organizational (discourse-level) accuracy and coherence. Longer assignments may include rewrites. **10% of final grade**

Class Participation: Consistent participation is essential for learning a new language. Progress greatly improves with active contributions, from independent work to group and partnered activities. Absences will count against participation as follows: after 3 unexcused absences, a point (1%) out of the total 15 will be subtracted for each absence. NB: If you are tardy more than 10 minutes, you will be counted as absent and the absence policy applies. **15% of final grade**

Quizzes: Your instructor will administer periodic, brief quizzes that reflect class work and homework. Quizzes cannot be made up due to absence or tardiness. The lowest quiz grade may be dropped. **5% of final grade**

Chapter Exams: A comprehensive exam will follow every 2-3 chapters, incorporating grammar, vocabulary and application (Anwendung). Each exam will balance written skill with some listening and/or reading. **35% of final grade**

In the case of an emergency absence, a retake is only possible *IF the student has been working in good faith, has a legitimate case for missing the exam, and notifies the instructor IN ADVANCE of the missed exam.* This is up to the instructor’s discretion in all cases.

Final Exam: A comprehensive exam will be given during the final examination period, incorporating grammar, vocabulary and Anwendung, as well as listening comprehension. **15% of final grade**

Important Academic Policies

Please AVOID the following in class: reading newspapers, doing homework, sleeping, eating, taking phone calls, etc. Please turn off electronic equipment before you enter the classroom.

The Dept. of Germanic Studies language program adheres to the following scale for +/-:

A+	= 98 and above	B+	=88 and above	C+	=78 or higher
A	= 93-97	B	=83-87	C	=73-77
A-	= 90-92	B-	=80-82	C-	=70-72

All courses adhere to the Code and Procedure of Academic Integrity at the University of Maryland. See Appendix F in your undergraduate catalog for this resolution.

As of Fall 2001, every exam or paper shall include the following pledge, written and signed by the student: “I pledge on my honor that I have not given or received any unauthorized assistance on this examination or assignment.”



- Keys to success in 204: Expect to spend 2-3 hours minimum preparation time for each class. Please take your time to complete assignments carefully.
- Please bring your textbook and Arbeitsheft to class every day.

- Please turn off ALL electronic equipment before you enter the classroom (laptops, text-messaging, phone calls, etc., are NOT allowed!)
- If you are turning in an assignment with the next day's exercises on the back you have a few choices: either finish the next day's assignment as well (early), Xerox the blank page with the next day's assignment so you can fill in the next exercises to turn in on time; copy the answers by hand and keep your Heft intact.
- On collaboration with native speakers: Native German speakers constitute a valuable educational resource, and the Department of Germanic Studies encourages students to seek out native speakers in order to improve linguistic competence. However, when related to written work, the Department does not accept work that has been the product of collaboration between a student and native speaker other than the course instructor, unless previous authorization has been granted by the instructor.
- The Department of Germanic Studies is committed to assisting students with disabilities. If you have a documented learning disability or special circumstance, please let your instructor know in the first week of class so that accommodations may be made.
- If you experience difficulties keeping up with the academic demands of this course, please contact the Learning Assistance Service, 2201 Shoemaker Bldg, 301-314-7693. Their educational counselors can help with time management, reading, note-taking and exam preparation skills.
- Students are expected to remain in the classroom for 15 minutes in the unlikely event that an instructor should be late. After 15 minutes, it can be assumed that class will not be held.